

001567-328-5

Approved For Release 2003/04/29 : CIA-RDP84-00780R001800220007-4

ADMINISTRATIVE — INTERNAL USE ONLY

23 JUN 1967

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT : Retiree Placement Program  
REFERENCE : Memo fr DDS to D/Pers dtd 16 Jun 67, subject:  
Outplacement Program

1. This memorandum is for your information.

2. [redacted] reported for substantially full-time duty STATINTL on the Retiree Placement Program on Monday, 19 June 1967. He has been assigned a permanent office and parking space in the Ames Building and a "visitor's" desk and safe facilities at Headquarters Building. [redacted] STATINTL and I have had one meeting with [redacted] to review the background of his new responsibilities and he is at present reading the material already accumulated and talking with the Office of Personnel employees concerned with Retiree Placement and those handling the technical aspects of retirement. He plans to take leave beginning 8 July and should be prepared to activate his program upon his return.

STATINTL

3. Staffing of the expanded retiree placement program continues to present a problem. I have been informed that six new positions will be included in the 1969 budget. This is, as you know, substantially less than we considered necessary and also leaves with us the problem of FY 1968 staffing. I presume that it is still intended to staff this activity principally through the non-reimbursable detail of employees from other Agency components and, as appropriate, through contract employment of retirees. Certainly, the identification of qualified personnel and administrative arrangements for their assignment are among [redacted] first tasks.

STATINTL

4. It is suggested that a target date of 31 August be set for our first progress report to the Executive Director. This date will be approximately 30 days after [redacted] return from leave and full assumption of the duties of his new assignment.

CONCOR  
b RB  
26 JUNE 67)

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Distribution:

O & [redacted] Addressed  
1 - [redacted]  
1 - D/Pers Subj  
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